



## Technical Update LLS-2011-06

December 20, 2011

### Supplementary Information – Change to Login Process for NSLDS Professional Access Web Site

*This information is intended for the person in your organization who is responsible for working with the National Student Loan Data System (NSLDS). Please ensure the appropriate person receives this update.*

This update provides supplementary information about the enhancements to the login process for the [NSLDS Professional Access](#) Web site that were outlined in [a December 8, 2011 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#). These enhancements bring the NSLDS behind Federal Student Aid's Access and Identity Management System (AIMS) and are another step toward Federal Student Aid's goal of providing a "single sign-on" process for users of multiple systems.

Effective Sunday, December 18, 2011, National Student Loan Data System (NSLDS) users no longer enter their NSLDS ID and password to log in to the web site. Instead, a Federal Student Aid User ID (FSA User ID) and password is used to authenticate each user's identity prior to allowing access to the NSLDS Professional Access Web site.

**Note:** If an NSLDS user does not access one or more of the systems currently behind AIMS and has not yet obtained an FSA User ID, the user will need to follow the instructions for "Users Without FSA User ID and Password" in the [December 8<sup>th</sup> announcement](#) and obtain an FSA User ID and password.

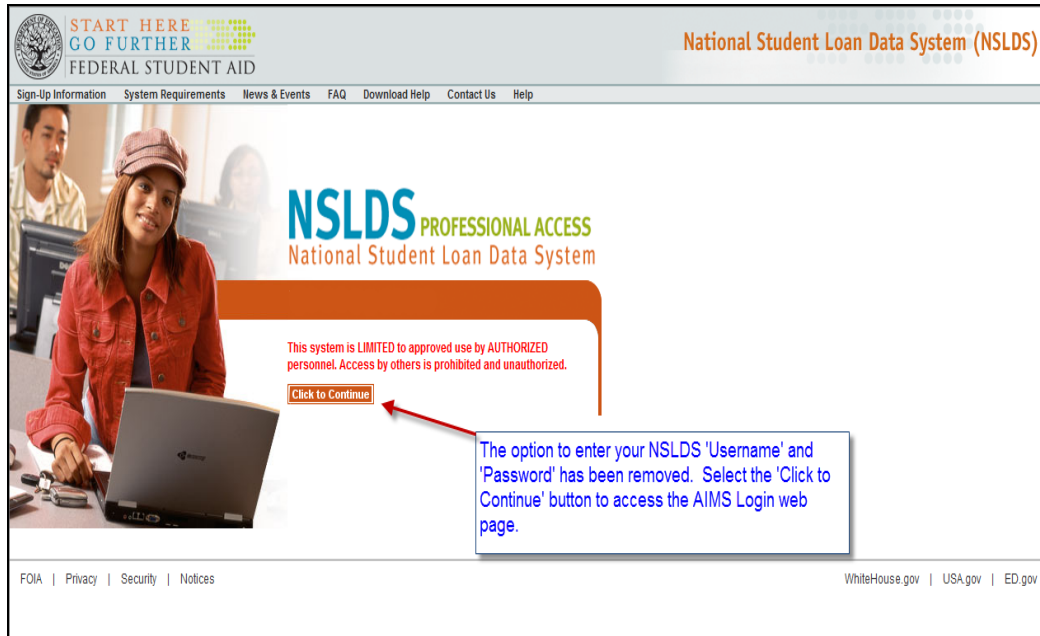
The NSLDS ID still exists; however, it is no longer used to gain system access. Accordingly, other changes include the display of both the FSA User ID and NSLDS ID on the NSLDS Professional Access Web site pages and a new report for Primary Destination Point Administrators (PDPAs) to manage information about their NSLDS users.

830 First St. N.E., Washington, DC 20202  
[www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov)  
1-800-4-FED-AID

## NSLDS Welcome and FSA AIMS Login Web Pages

With the NSLDS move behind AIMS, the NSLDS Login page is replaced by a new unsecured NSLDS Welcome page. Selecting the 'Click to Continue' button on the unsecured NSLDS Welcome page begins the login process and will take the user to the FSA Access and Identity Management System Login page. The FSA User ID and password must be entered on the AIMS Login page.

### Unsecured NSLDS Welcome Page



## FSA Access and Identity Management System Login Page

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

FSA Login

Enter FSA User ID and password.

Login - FSA Access and Identity Management System

[Edit Account](#) [Change Password](#) [Register/Maintain Token](#)

\* User ID:  [Forgot User ID?](#)

\* Password:  [Forgot Password?](#)

The virtual keyboard can be used in conjunction with your keyboard. The value of the key will be entered by clicking on a key or when the cursor is over the key for 2 seconds.

This is a U.S. Federal Government owned computer system, for the use by authorized users only. Unauthorized access violates Title 18, U.S. Code Section 1030 and other applicable statutes. Violations are punishable by civil and criminal penalties. Use of this system implies consent to have all activities on this system monitored and recorded, which can be provided as evidence to law enforcement officials.

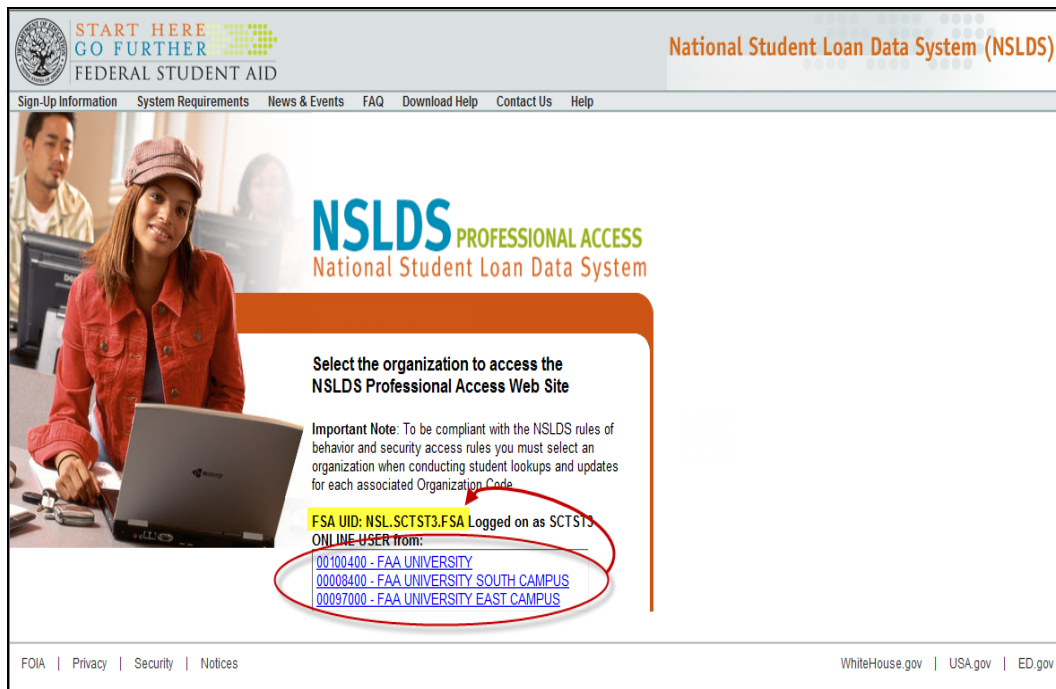
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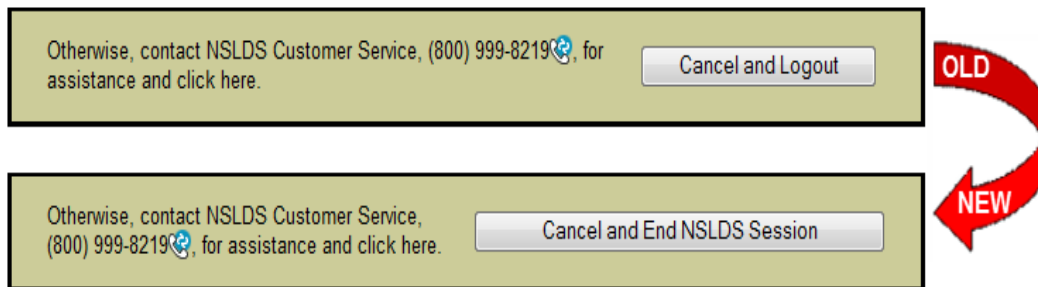
After successfully logging in to the AIMS Login page, the secured NSLDS Welcome page displays with a box that lists the Organization Code or Codes associated with the NSLDS user. A user may have multiple Organization Codes linked to his or her one FSA User ID. By selecting an organization from the box, the user will have access to data specifically associated with that Organization Code.

**Important Reminder:** Each NSLDS user who has relationships with multiple organizations will continue to be responsible for ensuring that he or she correctly identifies the organization for which the user is working, completes borrower lookups/research/actions for only that organization, and then returns to the secured NSLDS Welcome page and selects another organization before beginning a new organization's work.

## Secured NSLDS Welcome Page



After the selection of an organization code, the user continues the login process by navigating through the Privacy Act, CAPTCHA, and Rules of Behavior pages. Prior to the move behind AIMS, the Privacy Act and Rules of Behavior pages contained the option to 'Cancel and Logout' of the NSLDS. With the new enhancements, a user selects the 'Cancel and End NSLDS Session' button, which returns the user to the unsecured NSLDS Welcome page.



When logged in to the NSLDS Professional Access Web site, the FSA User ID, user name, organization name, TG Mailbox Number, and NSLDS ID display on each page to which the user navigates. Previously, this data only included the user and organization names.

The 'Change Password' link on the Main Menu tab has been removed. Users will now manage their passwords through the AIMS Login page.

START HERE  
GO FURTHER

FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu

Aid

Enroll

Org

Report

Tran

TG Mailbox #

NSLDS User ID

FSA ID: NSL.SCTST3.FSA logged on as: JOHN SMITH from FAA UNIVERSITY / TGS0005 / SCTST5

Messages

12/13/2011: There are no current messages.

Financial Aid

[Loan History](#)  
[Overpayment List](#)  
[Grants](#)  
[Delinquent Borrowers](#)  
[Exit Counseling History](#)  
[Student Access Interface](#)  
[SSN Conflict](#)

Enrollment

[Enrollment Summary](#)  
[Enrollment Add](#)  
[Enrollment Update](#)  
[Enrollment Reporting Schedule](#)  
[Exit Counseling Submittal](#)  
[OE List](#)  
[OE Reporting List](#)  
[OE Submittal](#)

Transfer Monitoring

[Transfer Monitoring List](#)  
[Monitoring Alert Review](#)  
[Transfer Monitoring Re-Populate](#)  
[School Transfer Profile](#)

FSA ID: NSL.SCTST3.FSA logged on as: JOHN SMITH from FAA UNIVERSITY / TGS0005 /

SSN:

First Name:

DOB:

Enter details and click on a Financial Aid link or Enrollment Summary above. DOB should be in MMDDCCYY format.

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## New Online User Detail Report (SECUD1)

The Online User Detail report (SECUD1) allows a PDPA to review detailed information about all NSLDS IDs associated with the organizations for which they are responsible. The report may be requested from the Web Report List page on the Report Tab. The extract file is delivered to the Student Aid Internet Gateway (SAIG) mailbox associated with the user requesting the report.

## Online User Detail Report - SECUD1

START HERE  
GO FURTHER

FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu

Aid

Enroll

Org

Report

Tran

Report List | Web Report List

FSA ID: NSL.SCTST1.FSA logged on as: SC0T001 TRAINEE from FAA UNIVERSITY SOUTH CAMPUS / TGS0001 / SCTST1

Web Report List

Search Report ID:

Submit

|     | Report ID | Names                               | Log Page |
|-----|-----------|-------------------------------------|----------|
| 1   | EXTD01    | TEACH EXIT COUNSEL COMPLETION       |          |
| 2   | EXTSD1    | TEACH EXIT COUNSEL SUMMARY BY DATE  |          |
| 3   | EXTSS1    | TEACH EXIT COUNSEL SUMMARY BY SSN   |          |
| 4   | PLPED3    | STATUS OF LOANS PURCHASED BY ED     |          |
| 5   | SECI1P    | UNUSUAL IP ADDRESS                  |          |
| 6   | SECLK1    | SUCCESSFUL AND UNSUCCESSFUL LOOKUPS |          |
| 7   | SECLR1    | NO RELATIONSHIP TO BORROWER         |          |
| New | SECUD1    | ONLINE USER DETAIL                  |          |
| 9   | SECUS1    | NSLDS USAGE SUMMARY                 |          |
| 10  | SECWH1    | UNUSUAL WORKING HOURS               |          |

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The PDPA user may select parameters for the report that include an NSLDS ID create begin and end date range and current NSLDS ID status. The report output is sorted by FSA ID/Org Code, Org Code/Last Name/First Name, or Org Code/TG Number and available in extract format, Excel spreadsheet, or both.

FSA ID: NSL.SCTST1.FSA logged on as: SC0T001 TRAINEE from FAA UNIVERSITY SOUTH CAMPUS / TGS0001 / SCTST1

Return to Web Report List Go to Report Log

ID: SECUD1 Type: Extract  
Name: ONLINE USER DETAIL

**Report Parameters**

ORG TYPE: ANY

ORG CODE: \*

NSLDS ID: \* NSLDS USERID

TG NUMBER: \* ENTER AS TGXXXX

CREATE BEGIN DATE: 01/01/0001 MM/DD/CCYY

CREATE END DATE: 12/31/2998 MM/DD/CCYY

NSLDS ID STATUS: ACTIVE

Sort By: --Select--

Output Medium: --Select--

REPORT DESCRIPTION: The Online User Detail Report (SECUD1) provides the PDPA detailed information about all NSLDS User IDs of users associated with organizations for which they are responsible. Parameters for the report that a user may select include Organization Type (Any, Guaranty Agency, Lender, Lender Servicer, School, and State Agency), and Organization Code. The user may also limit the information returned by entering an NSLDS ID, TG Number, Create Begin Date, Create End Date or Status (Active, Deactivated, and All). The default asterisk (\*) indicates "all" for that field selection. The report output is sorted by FSA ID/Org Code, Org Code/Last Name (First Name, or Org Code/TG Number) and is available in extract format, Excel spreadsheet or both. The NSLDS Record Layout for the extract file is available in the NSLDS Reference Materials section of the Information for Financial Aid Professionals (IFAP) Web site. The report will be delivered, in message class AHSLEDFP, to the SAIG mailbox (TG number) associated with the User ID that requested the report if SAIG or XLS/SAIG are selected as the Output Medium.

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The record layout for the extract file is available on the [NSLDS Record Layouts page of the Information for Financial Aid Professionals \(IFAP\) Web site.](#)

In a future enhancement, the FSA User ID will be added to this report.

## **Contact Information**

If you have questions about how to enroll to become an NSLDS user or how to register for an FSA User ID, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

If you have questions about the NSLDS or navigating the NSLDS Professional Access Web site, contact the NSLDS Customer Support Center at 800/999-8219. You can also contact Customer Support by e-mail at [nslds@ed.gov](mailto:nslds@ed.gov).